



MONTGOMERY COUNTY EMPLOYEE RETIREMENT PLANS

2015 PLANNING & APPLYING FOR RETIREMENT SEMINARS

Employees' Retirement System (ERS) – Retirement Groups A, E, F, G and H

PLANNING for Retirement Seminars - Planning seminars will provide information regarding when a member can retire, how the pension benefit is calculated and payment options. Members should attend a Planning seminar **at least 3 months prior** to the anticipated retirement date. The seminars are scheduled from 9:00am - 10:30am on the following dates:

January 21, 2015	May 20, 2015	September 23, 2015
February 18, 2015	June 24, 2015	October 21, 2015
March 18, 2015	July 22, 2015	November 18, 2015
April 22, 2015	August 19, 2015	December 16, 2015

Prior to attending, print out a Pension Estimate. Log on to the ePortal with your County username and password at <https://ext02.montgomerycountymd.gov/ent/s7/eportal>.

1. Choose the **PeopleSoft / Pension Administration** option
2. Click on **Self Service** and then **Benefits Information**
3. Click on **Pension Estimates**. Enter the first of the month in which you plan to retire as your retirement date.

❖ For information regarding Retiree Health (i.e. medical, dental) & Life Insurance, you **MUST register for a separate Pre-Retirement Health Insurance seminar**. Additional information can be located on the Office of Human Resources website at <http://www.montgomerycountymd.gov/ohr/benefits/egi/benefit.html>

APPLYING/SIGNING for Retirement Seminars (Prerequisite - ERS Planning for Retirement seminar*)

When a member has decided on a retirement date, register for an **ERS Applying for Retirement** seminar. Prior to the seminar, retirement information and forms will be emailed/mailed to the member. The seminars are scheduled from 9:00am - 10:30am on the following dates:

November 5, 2014	(Retire on 1/1/15)	June 10, 2015	(Retire on 8/1/15)
December 18, 2014	(Retire on 2/1/15)	July 8, 2015	(Retire on 9/1/15)
January 7, 2015	(Retire on 3/1/15)	August 5, 2015	(Retire on 10/1/15)
February 4, 2015	(Retire on 4/1/15)	September 9, 2015	(Retire on 11/1/15)
March 4, 2015	(Retire on 5/1/15)	October 7, 2015	(Retire on 12/1/15)
April 8, 2015	(Retire on 6/1/15)	November 4, 2015	(Retire on 1/1/16)
May 6, 2015	(Retire on 7/1/15)	December 2, 2015	(Retire on 2/1/16)

*Participants exiting Fire DROP & Police DRSP are not required to attend the ERS Planning seminars.

Registration is required for all seminars

Registration Instructions



Montgomery County Employee Retirement Plans

101 Monroe Street, 15th Floor • Rockville, Maryland 20850
Retirement Benefits 240-777-8230 | Fax 301-279-1424 | Retirement@montgomerycountymd.gov

How to register for a Retire seminar

Log into the County's ePortal at <https://ext02.montgomerycountymd.gov/ent/s7/eportal> . If you need assistance with the registration process, please contact the OHR Training Team at 240-777-5116.

1. Select **Oracle Employee Self Service (ESS)**
2. Select **MCG HR Employee Self-Service**
 - Scroll down to **Learner Access: Learning** and click on **Learner Home**
3. In the Search bar enter **"retirement"**
4. Click on the icon (yellow envelope) below **Choose or Enroll in class**
5. Click on the icon (yellow envelope on right hand side of the page) next to the retirement course you are selecting
6. Click on **"Enroll"**, **"Review"** and **"Submit"**

Class Location: COB Auditorium
100 Maryland Ave
Rockville, MD 20850

9:00am - 10:30am

If you are an ERS (Group A, E, F, G or H) member planning to retire, you should attend the following courses:

1. ERS Retirement Planning- ERS Groups A, E, F, G, H Class
2. Health Insurance Planning for Retirement Class
3. ERS Applying to Retire – ERS Groups A, E, F, G, H Class*
4. Health Insurance Applying to Retire Class*

*If you are Applying to Retire, register for the courses **even if you cannot attend** (Retirement & OHR Health Insurance will then mail forms to your home address after the seminar).